

ED 728: Educational Applications of Technology

Committee Activity Log Rubric

Element of Work	Meets (2 pts)	Does not Meet (0 pts)
Activity Log is a collaborative document		
Log is a running record of group activities from beginning to end of project		
Group goals and individual responsibilities are clearly spelled out		
Log reports date/time of each meeting, collaboration or other activity completed by members of the group toward the group goals [NOTE: In asynchronous activities, days and times can be of varying spans.]		
Log designates venue of each activity [e.g., discussion, chat, phone conversation, videoconferencing activity or other means used]		
Log provides a reasonable record of all collaboration and cooperation among group members so that it can serve in part as an assessment of the quality and consistency of individual contributions to the group project.		
Total Points		